



## **Missed appointments and Late Cancellation Policy**

Please read this portion carefully. It outlines the scheduling and payment policy of the Bouchard Wellness Clinic. If you have questions or concerns about this policy, please feel free to contact us for clarification.

**Why this policy exists:** This policy insures quality service and patient convenience at the clinic. By complying with this policy, you help our patient community enjoy professional, efficient, effective service.

**Patient will be charged a \$25 fee for missed appointments or appointments that are canceled less than 24 hours in advance of the scheduled start time.**

The Bouchard Wellness clinic sends notice of the charge via email or text message. If no email address is on file for the patient, we attempt to contact the patient via phone to advise of the charge. Whether or not we successfully contact the patient, the charge is made to the patient's account on file.

**When we expect payment for missed appointments:** payments for missed appointments are expected within 30 days of the missed appointment, or at your next visit, whichever comes first. We count on your sense of honesty!

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Patient (Print)

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Signature

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Date

(915) 238-3540 [www.bouchardwellness.com](http://www.bouchardwellness.com)